



NEWPORT

KENTUCKY

OPEN RECORDS REQUEST FORM

(Please Print Clearly)

Name of Requesting Party: _____

Phone Number: _____

Physical Address: _____

E-Mail Address: _____

Is this Request for a Commercial Purpose: Yes _____ No _____

I desire to: _____ obtain _____ review copies of the requested public record documents.

Provide a description of the public record documents requested:

Provide a statement how you qualify as a resident of the Commonwealth Kentucky:

Requested this _____ day of _____, 20____.

Signature of Requesting Party

Hours of Operation: Monday thru Friday from 8:30 a.m. until 4:30 p.m. local time.

Requests for City of Newport, Kentucky public records documents must be made to the attention of the City Clerk. Requests will be accepted at the address listed above via regular mail, hand delivery, facsimile to 859-292-3668 or by e-mail to jpatterson@newportky.gov. There is a \$0.10, per page (size 8 ½ x 11"), charge for copies for most documents produced. It may take up to five (5) business days after receipt of the Request to respond. You will be notified when the requested public record documents are ready or with a determination as to the reason for denial. You may be contacted at the phone number or e-mail address provided for the purposes of discussing your Request or for notification.